

VALS Email Guide and Recommended Options

March 25, 2014

- When making changes to any User Options, always remember to save them using the save link that appears above the tabs on the Manage User Options page
- Settings that are recommended here are under your control, but using the recommended settings can make it easier for VTLIB staff to trouble-shoot when you are experiencing problems with VALS email.
- The information in this document will evolve over time. Right now it only covers the basics. If you feel that other useful information could be added to this document, please send your suggestions to sheila.kearns@state.vt.us

Login page

Username alone will work



Email Address:

Password:

Language:

Use Lite Web Client

Remember My Email Address

Remember My Password

Automatically Login On The Next Visit

Log in

For security reasons these options will be disabled.

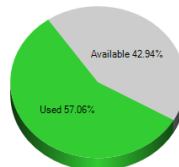
Setting up User Options: General Tab

Select Manage User Options from the Action drop-down menu.

The screenshot shows the 'Manage User Options' page for a user named 'west'. The 'Action' menu in the top left is highlighted with a red box. The 'General Options' tab is selected and also highlighted with a red box. The 'Default Encoding' dropdown is set to 'Unicode (UTF-8)' and is highlighted with a red box. The 'Initial Item To Display' dropdown is set to 'None' and is highlighted with a red box. Red text annotations provide instructions: 'Unicode (UTF 8) or English (US ASCII) can be set here' points to the encoding dropdown, and 'Select Mail Folder: Inbox to see your new mail when you log in. If you leave the selection on None, you will see the Today view as displayed to the left her' points to the 'Initial Item To Display' dropdown.



Mail Space Usage
Maximum Mailbox Size Allowed: 40 MB
Amount Used: 22.83 MB



Check for new mail

Setting up User Options: Viewing Messages Tab

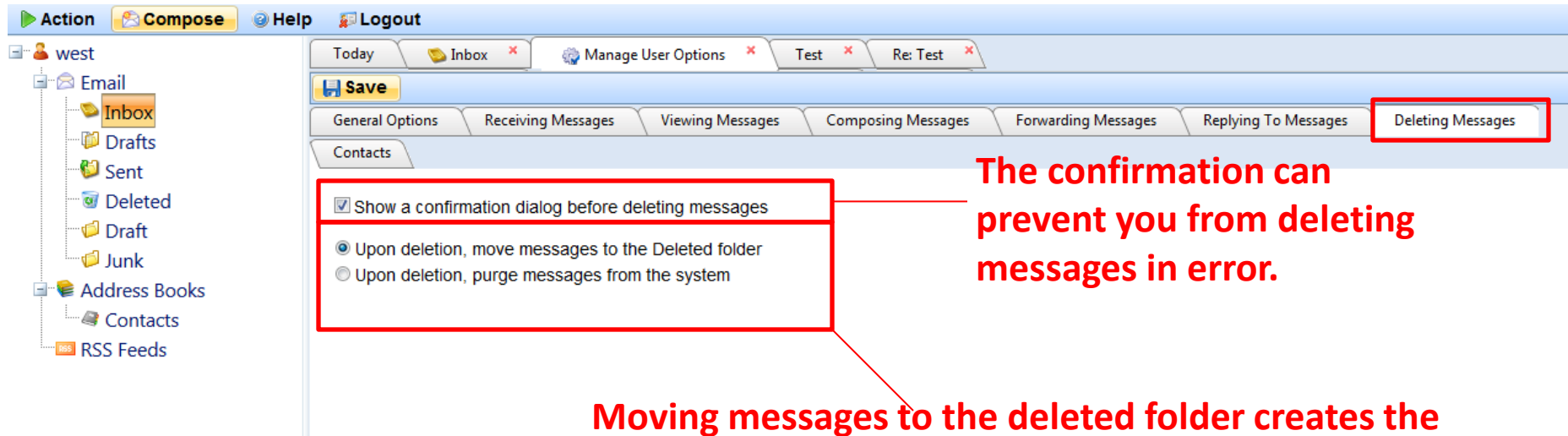
The screenshot shows a webmail interface with the following elements:

- Browser address bar: `vals.state.vt.us/default.aspx`
- Browser search bar: DuckDuckGo
- Navigation bar: Action, Compose, Help, Logout
- Left sidebar: west, Email (Inbox, Drafts, Sent, Deleted, Draft, Junk), Address Books, Contacts, RSS Feeds
- Top tabs: Today, Inbox, Manage User Options
- Sub-tabs: Save, General Options, Receiving Messages, Viewing Messages (highlighted), Composing Messages, Forwarding Messages, Replying To Messages, Deleting Messages
- Section: Contacts
- Settings:
 - Reading Pane Location: None (highlighted)
 - Paging Style: Next, Previous and Numeric Pages
 - Paging Location: Bottom
 - Number Of Items Per Page: 40 (highlighted)
 - Paging Always Visible
 - Display Text Alongside Paging Buttons
 - Enable Selection Checkbox In Message List
 - Show column filtering upon load
 - Display Embedded Images as Attachments
- Read Receipt Action:
 - Always send a read receipt
 - Always send a read receipt when my address is in the TO: or CC: field
 - Notify me
 - Never send a read receipt

Select None to disable preview pane to make it less likely you will click on a malicious link before looking closely at the sender and subject of a message.

Depending on your browser setting, displaying 30 messages per page should show you all messages on a page without scrolling.

Setting up User Options: Deleting Messages Tab

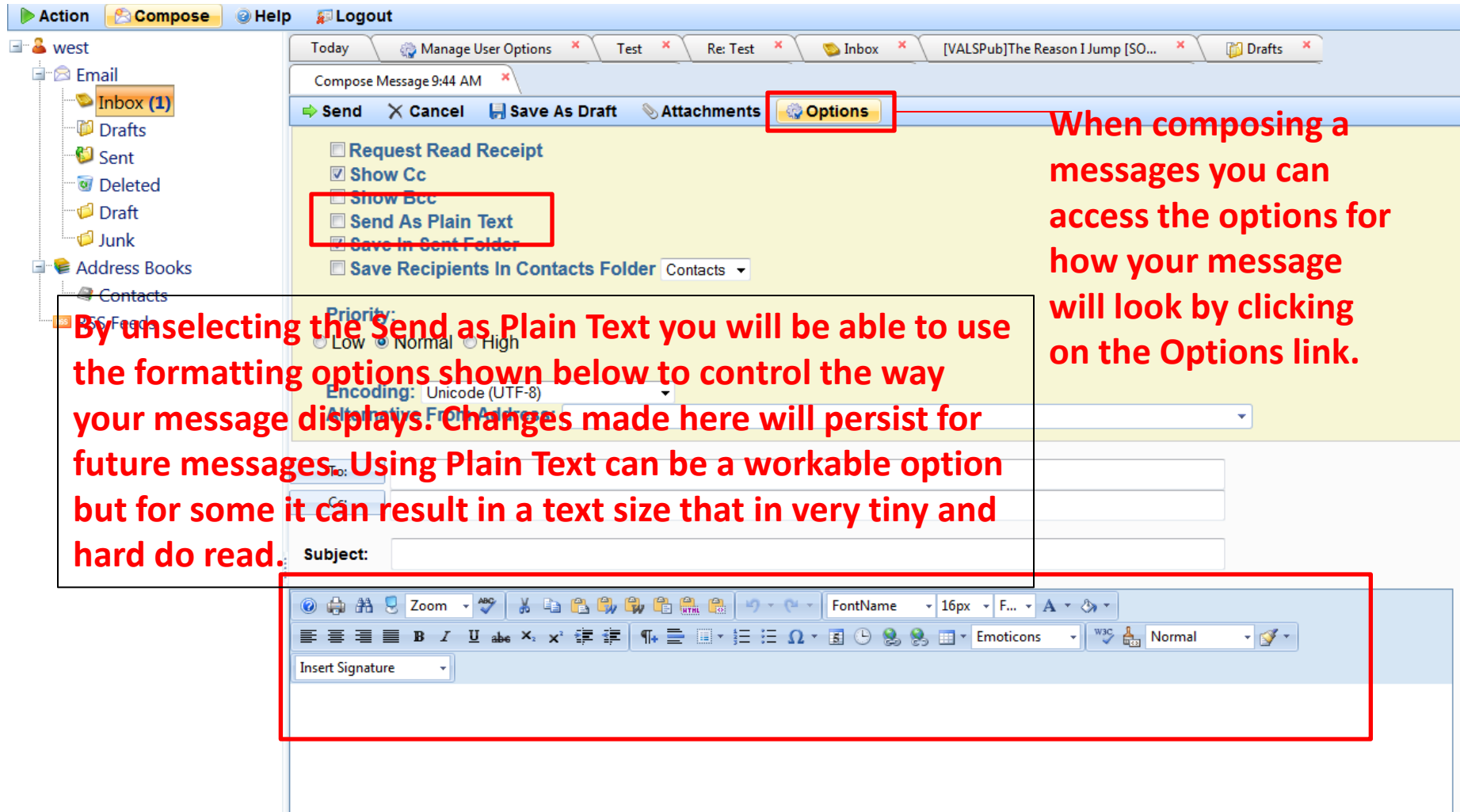


The confirmation can prevent you from deleting messages in error.

Moving messages to the deleted folder creates the requirement to empty the deleted folder, but does give you one more chance to recover messages deleted in error.

Although VTLIB can request that your mail folders be restored from a back-up, this can take time and will require you to review all of your messages to find the ones you want to keep and then to delete the ones that are duplicates of what you already have

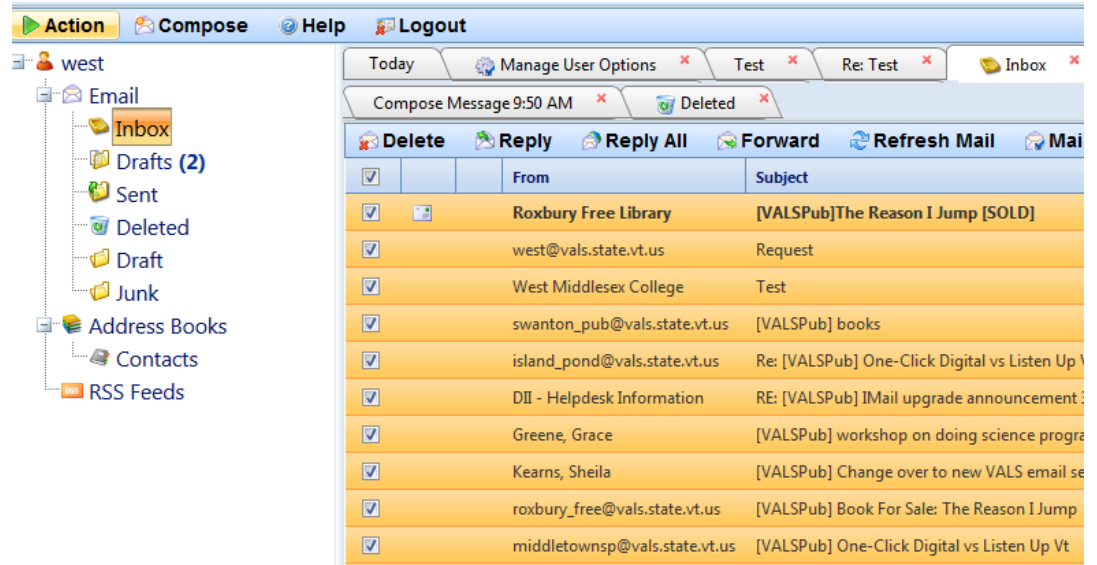
Setting up Options for How Your Email Will Be Formatted



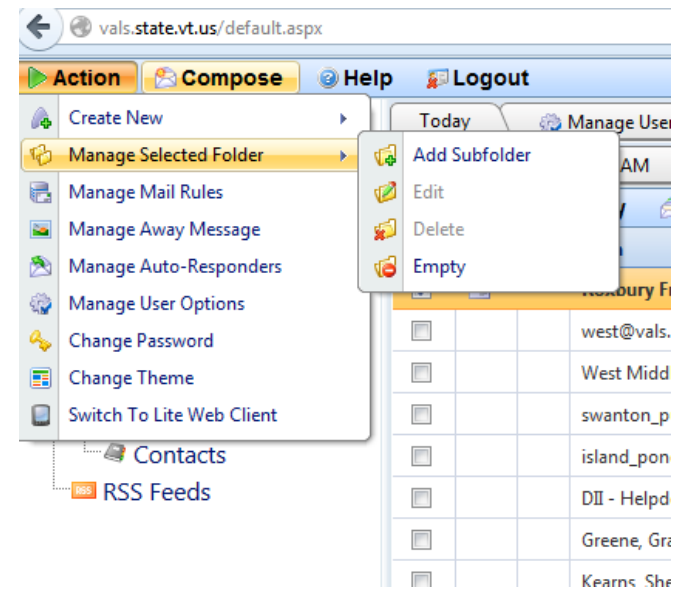
When composing a messages you can access the options for how your message will look by clicking on the Options link.

By unselecting the Send as Plain Text you will be able to use the formatting options shown below to control the way your message displays. Changes made here will persist for future messages. Using Plain Text can be a workable option but for some it can result in a text size that in very tiny and hard do read.

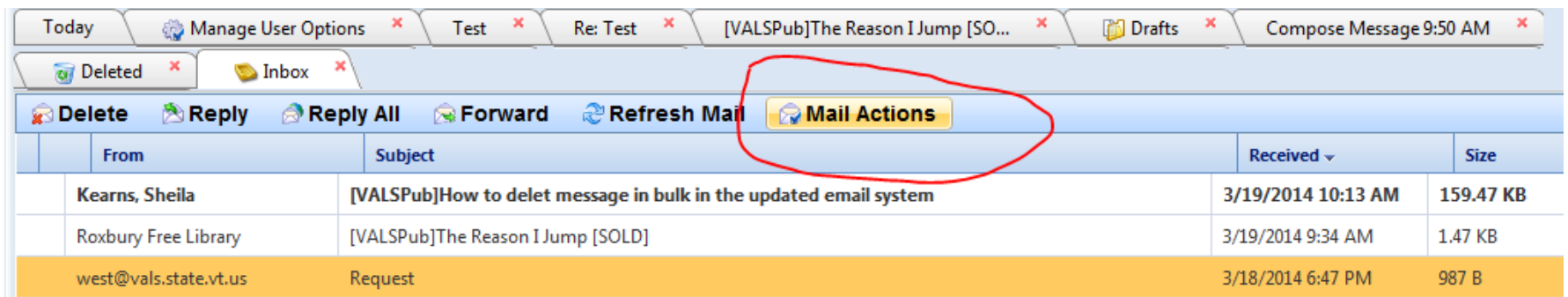
To delete all messages on a page select the checkbox above the first message on the page to select all items on the page and using the Delete button to delete all checked messages.



To delete all messages in a folder, use the Action menu in the upper left corner of the window and select Manage Selected Folder and then select Empty.



Search is found in the Mail Actions menu above the list of email messages



The screenshot shows an email client interface with a toolbar containing 'Delete', 'Reply', 'Reply All', 'Forward', 'Refresh Mail', and 'Mail Actions'. The 'Mail Actions' button is circled in red. Below the toolbar is a table of email messages with columns for 'From', 'Subject', 'Received', and 'Size'.

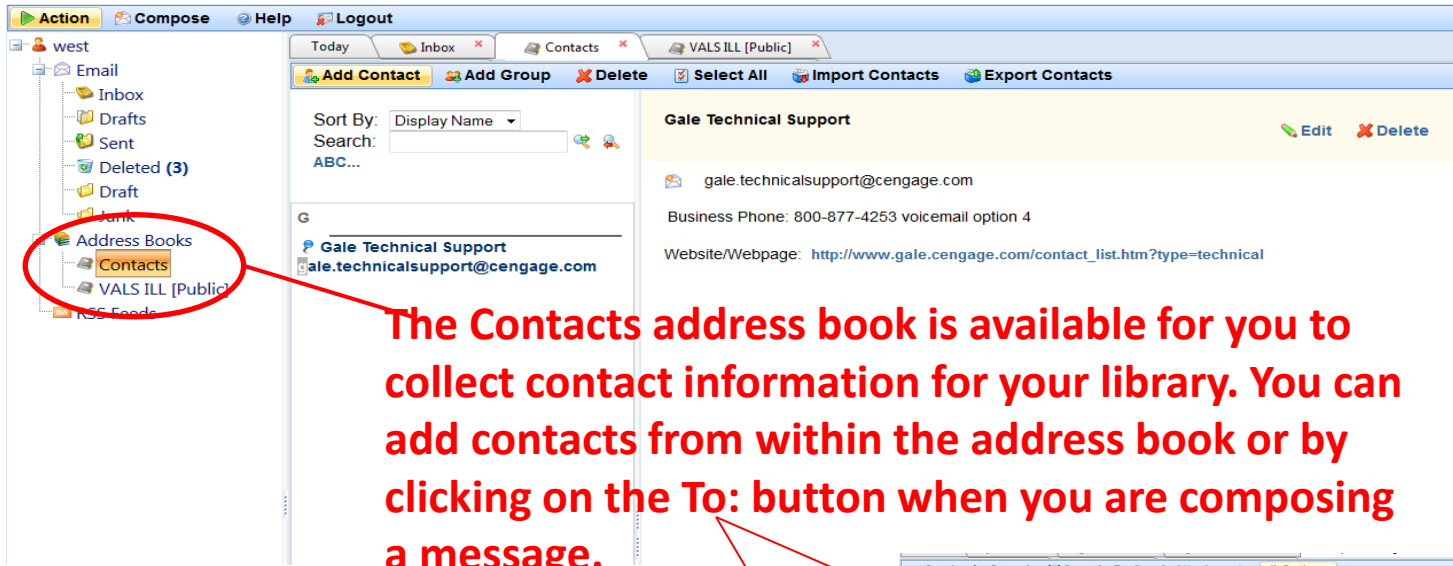
From	Subject	Received	Size
Kearns, Sheila	[VALSPub]How to delet message in bulk in the updated email system	3/19/2014 10:13 AM	159.47 KB
Roxbury Free Library	[VALSPub]The Reason I Jump [SOLD]	3/19/2014 9:34 AM	1.47 KB
west@vals.state.vt.us	Request	3/18/2014 6:47 PM	987 B

Shared (Public) Address Book

The screenshot shows an email client interface with a sidebar on the left and a main content area. The sidebar contains a folder tree under the name 'west', including 'Email', 'Inbox', 'Drafts', 'Sent', 'Deleted (3)', 'Draft', 'Junk', 'Address Books', 'Contacts', 'VALS ILL [Public]', and 'RSS Feeds'. The 'Address Books' folder is circled in red, and a red line points from it to the 'Export Contacts' window. The 'Export Contacts' window has a title bar 'Export Contacts' and a message 'No contact has been selected.' Below this, there are controls for 'Sort By: Display Name', a 'Search:' field, and 'ABC...' options. A list of contacts is displayed under the letter 'A', including 'abb_spomfret' with email 'abb_spomfret@vals.state.vt.us', 'Academy, Burr & Burton' with email 'burr_burton@vals.state.vt.us', 'Academy, Mount St. Joseph' with email 'msjrutland@vals.state.vt.us', 'Academy, Peoples' with email 'peoples_acad@vals.state.vt.us', 'Academy, Thetford' with email 'thetfordacad@vals.state.vt.us', and 'Academy, Vermont' with email 'vermont_acad@vals.state.vt.us'. A red text box is overlaid on the right side of the screenshot, containing the following text:

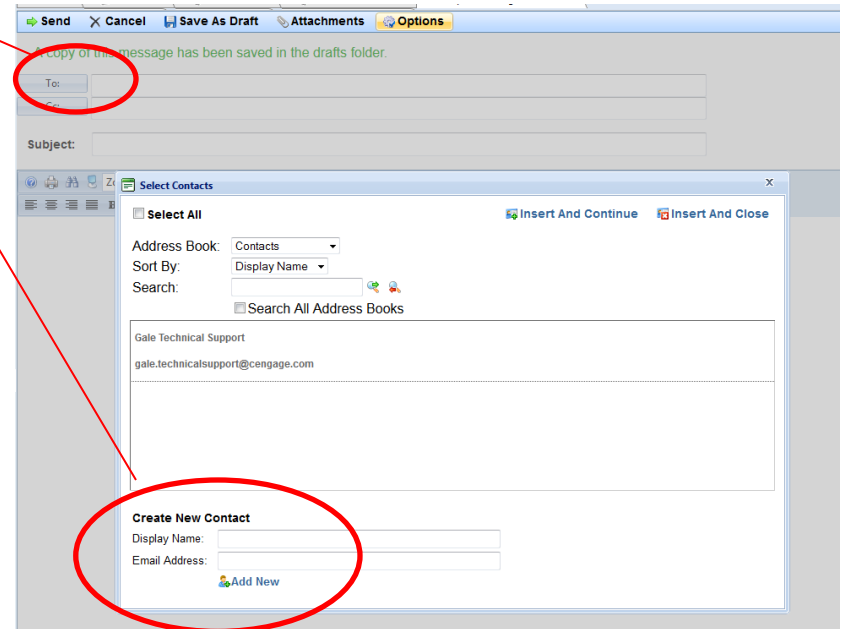
The shared address book appears in the folder list under "Address Books." This address book lists all VALS email addresses on this system and all VTLIB staff addresses. It does not yet list VALS libraries that have email addresses not on this email system or some for the VTLIB departmental addresses. Updates to include these addresses are in the process of being made.

Contact Lists for Individual VALS Accounts



The screenshot shows an email client interface. On the left sidebar, under 'Address Books', the 'Contacts' folder is highlighted with a red circle. A red arrow points from this circle to a text box. The main pane shows a contact card for 'Gale Technical Support' with the email address 'gale.technicalsupport@cengage.com', a business phone number, and a website URL. The contact card has 'Edit' and 'Delete' buttons.

The Contacts address book is available for you to collect contact information for your library. You can add contacts from within the address book or by clicking on the To: button when you are composing a message.



The screenshot shows an email composition window. The 'To:' field is circled in red. Below it, a 'Select Contacts' dialog box is open. In the dialog, the 'Address Book' is set to 'Contacts'. The 'Create New Contact' section at the bottom of the dialog is also circled in red, showing fields for 'Display Name' and 'Email Address'.

Recipient Auto-Suggestion

Save

General Options Receiving Messages Viewing Messages Composing Messages Forwarding Messages Replying To Messages Deleting Messages

Contacts

- Send Messages As Plain Text By Default
- Show The CC Field By Default
- Show The BCC Field By Default
- Save a copy of the message in the Sent folder
- Automatically add recipients as contacts
- Enable Recipient Auto-Suggestion
- Include Recipient Groups In Auto-Suggestion

By default, User Options are set to use Auto-Suggestion when you are entering email addresses while composing a message. This setting will begin suggesting email addresses from your Contacts and from the VALS ILL address book. Select the address you want to use by clicking on it in the suggestion list.

Action Compose Help Logout

- west
- Email
 - Inbox
 - Drafts (1)
 - Sent
 - Deleted (3)
 - Draft
 - Junk
- Address Books
 - Contacts
 - VALS ILL [Public]
- RSS Feeds

Today | Today | Inbox | Compose Message 10:14 AM

Send Cancel Save As Draft Attachments Options

To: ga

Cc: Gale Technical Support <gale.technicalsupport@cengage.com>
gale.technicalsupport@cengage.com

Subject: Highgate Public Library <highgate_pub@vals.state.vt.us>
highgate_es@vals.state.vt.us
highgate_pub@vals.state.vt.us
School, Highgate Elementary <highgate_es@vals.state.vt.us>

Emoticons Paragraph St...

Change Password

- Click on the Action menu in the upper right hand corner of the browser window
- Select “Change Password”
- In the dialog box that appears enter current password, new password and retype new password
- Click on Save

